

**UNITED STATES DISTRICT COURT
SOUTHERN DISTRICT OF NEW YORK**



DATE: May 2, 2017
POSITION: Mover/Mail Room Clerk
TERM: Part-Time Temporary – up to 1-year term
LOCATION: 500 Pearl Street, New York, New York
CLASS LEVEL: CL 22 – CL 23
SALARY: \$29,961 - \$60,334
(depending on qualifications & experience)
CLOSING DATE: Open Until Filled
VACANCY No.: 17-20

DUTIES AND RESPONSIBILITIES: The position is located within the District Executive's Office. The incumbent will primarily be tasked with the movement of court property. Duties normally include accepting, unpacking, assembling and relocating of supplies, equipment, furniture, furnishings as well as various other items. Additionally, the incumbent will be responsible for mail room duties. These duties shall include the sorting and distribution of mail and parcels as well as other miscellaneous mail room functions. Physical labor is required and will include use of materials, handling equipment such as hand trucks, panel carts, dollies and electric pallet jacks. The loading and driving of court vehicles is required.

REQUIRED QUALIFICATIONS: Applicants must be high school graduates, or equivalent. The applicant must have the knowledge and skills to operate hand tools and perform furniture installations, general materials handling and related tasks. Applicants must possess a valid, current and clean driver's license. The ability to lift seventy (70) pounds is also required

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter must indicate the position for which you are applying, and identify how your education and/or experience relate to the duties and responsibilities of the position. Resumes without the cover letter addressing the qualifications will not be considered.

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

United States District Court
Southern District of New York
500 Pearl Street
New York, NY 10007
Attn: Office of the District Executive

OR

DEjobs@nysd.uscourts.gov

ONLY APPLICANTS SELECTED FOR INTERVIEWS WILL BE CONTACTED

**THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET
PAY**

THE SUCCESSFUL CANDIDATE FOR THIS POSITION IS SUBJECT TO A BACKGROUND CHECK

APPLICANTS MUST BE UNITED STATES CITIZENS

EQUAL OPPORTUNITY EMPLOYER